

SiteManager **Training Manual**



Module B
Chapter 2

**Daily Work Reports (+)
Diary**

Section B-2-1

Creating a Diary

Student's Version

Indiana Department of Transportation
September 2007, Version 3.7b

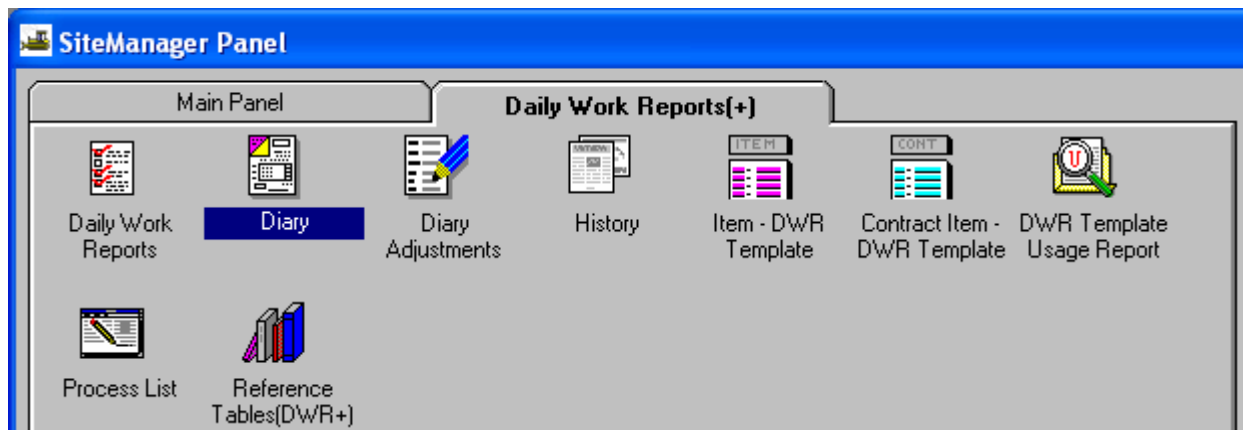
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Creating a Diary

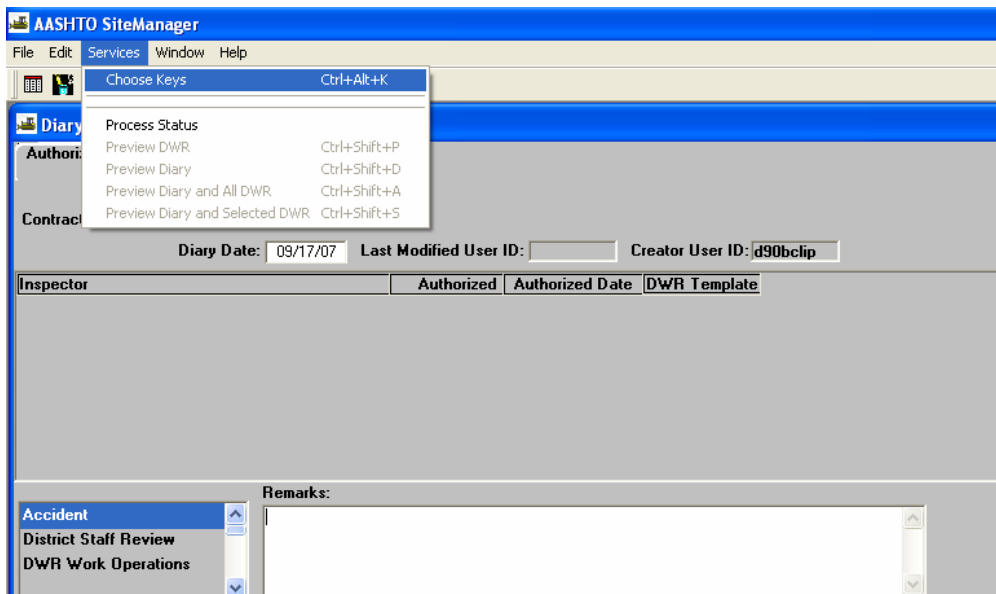
This section will explain how to create diary entries. This includes authorizing DWR's, adding comments about the contract, and charging days to the contract or to milestones.



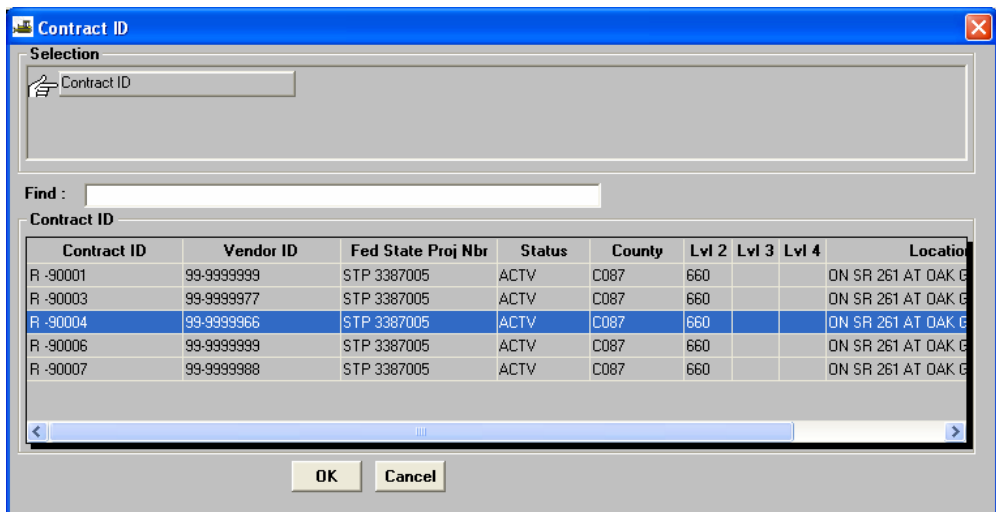
From the **Main Panel**, “double-click” on **Daily Work Reports (+)**.



“Double-click” on **Diary**.



If the appropriate **Contract ID** needs to be selected “click” on **Services**.
“Click” on **Choose Keys**.



The **Select Contract** window appears.

The Bottom Panel contains the following columns:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.

Find :

Contract ID

Contract ID	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvl 4	Location
R-90001	99-9999999	STP 3387005	ACTV	C087	660			ON SR 261 AT OAK G
R-90003	99-9999977	STP 3387005	ACTV	C087	660			ON SR 261 AT OAK G
R-90004	99-9999966	STP 3387005	ACTV	C087	660			ON SR 261 AT OAK G
R-90006	99-9999999	STP 3387005	ACTV	C087	660			ON SR 261 AT OAK G
R-90007	99-9999988	STP 3387005	ACTV	C087	660			ON SR 261 AT OAK G

- **Vendor ID:** the **Vendor ID** is the INDOT assigned identification number for the Prime Contractor.
- **Fed State Proj Nbr:** the **Fed State Proj Nbr** is the unique identifier for the project.
- **Status:** the **Status** column indicates current status of the project, Active, Pending, Complete, or Archived.
- **County:** the **County** column indicates the county where the majority of the work is located.
- **Lvl 2:** The **Lvl 2** column indicates the District office administering the contract.
- **Lvl 3:** The **Lvl 3** column is not utilized by INDOT.
- **Lvl 4:** The **Lvl 4** column is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column contains the description of the actual limits of the contract

“Double-click” on the appropriate **Contract ID**.

The contract selected will open in the **Contract ID** field.
 “Enter” in the appropriate **Diary Date** in the **Diary Date:** field.

The date may also be chosen by using a calendar. Place the curser in the **Diary Date:** screen and “double-click”.
 “Clicking” on the **right** and **left arrows** on the calendar can change the month.
 “Click” on the appropriate date, then “click” on **OK**.

AASHTO SiteManager

File Edit Services Window Help

Diary

Authorize Charge

Contract ID: R-90004

Diary Date: 09/14/07 Last Modified User ID: Creator User ID: d90bclip

Inspector	Authorized	Authorized Date	DWR Template
Fly, Hyrum D.	<input type="checkbox"/>	00/00/00	<input checked="" type="checkbox"/>

Remarks:

Accident
District Staff Review
DWR Work Operations

If a **DWR** has been entered by an inspector for this date, the name of the inspector will show under **Inspector**.

AASHTO SiteManager

File Edit Services Window Help

Diary Preview DWR

Authorize Charge

Contract ID: R-90004

Diary Date: 09/14/07 Last Modified User ID: Creator User ID: d90bclip

Inspector	Authorized	Authorized Date	DWR Template
Fly, Hyrum D.	<input type="checkbox"/>	00/00/00	<input checked="" type="checkbox"/>

Remarks:

Accident
District Staff Review
DWR Work Operations

The **DWR**'s for each **Inspector** may be viewed.

“Click” on the appropriate **Inspector**.

“Click” on the **Preview DWR**  button located on the toolbar.

Print Preview

Next Prior Print Setup... Zoom... Save As... Close ☒ Rulers

RPT-ID: RDWRHCON INDIANA DATE:
 USER: d90bclip Department of Transportation PAGE:
 Clipper, Buzz
 DAILY WORK REPORT FOR CONTRACT: R-90004

DWR Date: 09/14/2007	Contract ID: R-90004	Authorized: No
Inspector ID: d90hfly	Inspector: Fly, Hyrum D.	
High Temp: 78	Low Temp: 54	A.M. Condition: Partly Cloudy P.M. Condition:
Work Suspended Time: 06:45	Work Resumed Time: 15:30	No Work Items Instld: <input type="checkbox"/> No Contrs Pre
Remarks: Yes General Remarks Any General Remarks can be placed here.		
Contractor Information		
Contractor ID: 99-9999966 Contractor Name: PAVE'UM RIGHT CO		
Nbr of Supervisors: 1 Nbr Of Workers: 6		
Supervisor/ Foreman :	Name	Hrs. Worked
	HMA Paving Foreman	0.000

The **DWR** information may be viewed using this report.

NOTE: If the **DWR** is not satisfactory, the Inspector must change the **DWR** information.
 Only the creator of the **DWR** can change the information on the **DWR**.

Click the “**Close**” button on the **Print Preview** toolbar.

Refer to **Viewing a Daily Work Report** section for more information on reviewing DWR’s.

AASHTO SiteManager

File Edit Services Window Help

Diary Save

Authorize Charge

Contract ID: R-90004

Diary Date: 09/14/07 Last Modified User ID: Creator User ID: d90bclip

Inspector	Authorized	Authorized Date	DWR Template
Fly, Hyrum D.	<input checked="" type="checkbox"/>	09/17/07	<input checked="" type="checkbox"/>

Remarks:

Accident
District Staff Review
DWR Work Operations

If everything on the **Inspector's DWR** is correct, the **DWR** may be authorized by “clicking” on the **Authorized** check-box. Notice that the **Authorized Date** is automatically filled-in when the **Authorized** box is checked.

“Click” on the **Save**  button.

NOTES:

1. The work items on a **DWR** cannot be generated on an estimate until it is authorized in the **Diary**.
2. Once the **DWR** is authorized, it cannot be changed.
3. The **DWR** can be authorized and unauthorized until an estimate is generated.
4. If a **DWR** is not authorized when an estimate is generated, the items on the **DWR** will not appear on the estimate.
5. Once the **DWR's** are authorized, they will appear on the next generated estimate.

Comments about the contract can be added in the **Remarks** section. There are various topics that remarks can be placed under, including:

- | | |
|------------------------------|-------------------------------------|
| Accident | PE/S Controlling Operation |
| District Staff Review | PE/S Fractional Day Workable |
| DWR Work Operations | Safety Violations |
| EEO Issues | Staff Remarks |
| General Remarks | Supervisor Remarks |
| Media/Press | Traffic |
| Other | Visitor |
| Personnel Remarks | Work Suspended |

“Click” on the appropriate topic associated with the remarks from the scroll-down list located in the bottom left panel.

Next, “Enter” the corresponding remarks in the **Remarks** box.

Comments about the operation that an inspector watches on the given day are to be documented in the **DWR**; otherwise, info will be documented in the diary by the PE/S.

AASHTO SiteManager

File Edit Services Window Help

Diary Save

Authorize Charge

Contract ID: R-90004

Diary Date: 09/14/07 Last Modified User ID: Creator User ID: d90bclip

Inspector	Authorized	Authorized Date	DWR Template
Fly, Hyrum D.	<input checked="" type="checkbox"/>	09/17/07	<input checked="" type="checkbox"/>


Remarks:

8/8

Personnel Remarks

PE/S Controlling Oper. ☒

PE/S Frac Day Workal ☐

After comments have been entered, “click” the **Save**  button. Notice that a **checkmark** appears beside the topic after the **remarks** have been saved. The **checkmark** indicates there are **remarks** associated with the corresponding topic. Remarks can be made for multiple topics.

Creating Charge Days and No Charge Days

The screenshot shows the 'Diary' screen in AASHTO SiteManager. The 'Authorize' tab is selected. The 'Contract ID' is 'R-90004'. The 'Diary Date' is '09/14/07'. The 'Last Modified User ID' and 'Creator User ID' are both 'd90bclip'. Below this is a table with columns: 'Inspector', 'Authorized', 'Authorized Date', and 'DWR Template'. The first row shows 'Fly, Hyrum D.' with 'Authorized' checked, 'Authorized Date' as '09/17/07', and 'DWR Template' checked. Below the table is a 'Remarks' section with a text area containing '8/8'. On the left, there are checkboxes for 'Personnel Remarks', 'PE/S Controlling Oper.', and 'PE/S Frac Day Workal', all of which are checked.

Days may be charged or not charged to a contract or milestone.

“Click” on the **Charge** tab.

The screenshot shows the 'Diary' screen in AASHTO SiteManager with the 'Charge' tab selected. The 'Contract ID' is 'R-90004' and the 'Date' is '09/14/07'. Below this is a section for 'Day Charged' with two radio buttons: 'Full Day' (selected) and 'No Day Charged'. To the right of these is a 'Reason Not Charged' dropdown menu. To the right of the 'Day Charged' section is a summary table with the following data:

Total Number of Diaries:	20
Total Diary Charge Days:	16.00
Total Diary No Charge Days:	4.00
Adj Total Diary Charge Days:	14.00
Adj Total Diary No Charge Days:	6.00

Below this is a table with columns: 'Mlstn Nbr', 'Milestone Description', 'Day Charged', and 'Reason Not Charged'.

Notice that SiteManager defaults to charging a **Full Day**. A diary must be created in order for a day to be charged.

If the day does not get charged, “click” on the **No Day Charged** radio button. Notice that the **Reason Not Charged** drop-down box opens.

“Click” on the appropriate **Reason Not Charged**. **Reason Not Charged** is the reason that the day will not be charged and is only required when using **No Day Charged**.

Area Wide Strike
Department Ordered Suspension
Inclement Weather
Other – See Remarks
Right-of-Way
Utility
Waiting for Pre-Final Inspection

Concrete Cure Period
Environmental
Legal Holiday
Railroad
Saturday
Waiting for Final Inspection

“Click” the **Save**  button located on the toolbar.

AASHTO SiteManager

File Edit Services Window Help

Diary New

Authorize Charge

Contract ID: R-90004 Date: 09/14/07

Day Charged

☐ Full Day

☒ No Day Charged

Reason Not Charged

Plan Discrepancy

Total Number of Diaries: 20


Total Diary Charge Days: 15.00

Total Diary No Charge Days: 5.00

Adj Total Diary Charge Days: 13.00

Adj Total Diary No Charge Days: 7.00

Mlstr Nbr	Milestone Description	Day Charged	Reason Not Charged
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Milestones may also have days charged against them.
If appropriate, “click” on the bottom panel, then “click” on the **New**  button.

AASHTO SiteManager

File Edit Services Window Help

Diary New

Authorize Charge

Contract ID: R-90004 Date: 09/14/07

Day Charged

☐ Full Day

☒ No Day Charged

Reason Not Charged

Plan Discrepancy

Total Number of Diaries: 20

Total Diary Charge Days: 15.00

Total Diary No Charge Days: 5.00

Adj Total Diary Charge Days: 13.00

Adj Total Diary No Charge Days: 7.00

Mlstr Nbr	Milestone Description	Day Charged	Reason Not Charged
		No Charge	Plan Discrepancy

A new entry line will appear.

“Click” on the **Milestone Description** box to choose the appropriate **Milestone**.

AASHTO SiteManager
File Edit Services Window Help

Diary
Authorize Charge

Contract ID: R-90004 Date: 09/14/07

Day Charged <input type="radio"/> Full Day <input checked="" type="radio"/> No Day Charged		Reason Not Charged Plan Discrepancy	Total Number of Diaries: 20 Total Diary Charge Days: 15.00 Total Diary No Charge Days: 5.00 Adj Total Diary Charge Days: 13.00 Adj Total Diary No Charge Days: 7.00
---	--	---	---

Mlstr Nbr	Milestone Description	Day Charged	Reason Not Charged
02	Road Closure Casey Road	No Charge	Plan Discrepancy

“Click” on the appropriate **Milestone Description** from the drop down list.

AASHTO SiteManager
File Edit Services Window Help

Diary
Authorize Charge

Contract ID: R-90004 Date: 09/14/07

Day Charged <input type="radio"/> Full Day <input checked="" type="radio"/> No Day Charged		Reason Not Charged Plan Discrepancy	Total Number of Diaries: 20 Total Diary Charge Days: 15.00 Total Diary No Charge Days: 5.00 Adj Total Diary Charge Days: 13.00 Adj Total Diary No Charge Days: 7.00
---	--	---	---

Mlstr Nbr	Milestone Description	Day Charged	Reason Not Charged
02	Road Closure Casey Road	No Charge	Plan Discrepancy

“Click” on the appropriate **Day Charged**.

AASHTO SiteManager
File Edit Services Window Help

Diary
Authorize Charge

Contract ID: R-90004 Date: 09/14/07

Day Charged
☐ Full Day
☒ No Day Charged

Reason Not Charged
Plan Discrepancy

Total Number of Diaries: 20
 Total Diary Charge Days: 15.00
 Total Diary No Charge Days: 5.00
 Adj Total Diary Charge Days: 13.00
 Adj Total Diary No Charge Days: 7.00

Mlstr Nbr	Milestone Description	Day Charged	Reason Not Charged
02	Road Closure Casey Road	No Charge	Plan Discrepancy

If **No Charge** is chosen for the **Day Charged**, the **Reason Not Charged** box opens up.

AASHTO SiteManager
File Edit Services Window Help

Diary
Authorize Charge

Contract ID: R-90004 Date: 09/14/07

Day Charged
☐ Full Day
☒ No Day Charged

Reason Not Charged
Plan Discrepancy

Total Number of Diaries: 20
 Total Diary Charge Days: 15.00
 Total Diary No Charge Days: 5.00
 Adj Total Diary Charge Days: 13.00
 Adj Total Diary No Charge Days: 7.00

Mlstr Nbr	Milestone Description	Day Charged	Reason Not Charged
02	Road Closure Casey Road	No Charge	Plan Discrepancy

“Click” on the appropriate **Reason Not Charged**.

“Click” on the **Save**  button located on the toolbar.

“Click” on the **“Close”**  button on the toolbar.

Creating a Diary

Exercise B-2-T Group Exercise

In the following exercise you will create a Diary

Log into SiteManager as: update
Password: pass

Navigate from **Main Panel**:

“Double-Click” on **Daily Work Reports (+)**

“Double-Click” on **Diary**

“Click” on **Services** located on the Toolbar

“Click” on **Choose Keys** from the dropdown list

“Double-Click” on **Contract ID: R-90004**

Authorize Tab

“Double-Click” on **Diary Date**: field

“Click” on today’s date

“Click” on **OK**

“Click” on **Inspector: Fly, Hyrum D.**

“Click” on **Preview DWR** located on the Toolbar

After previewing DWR “Click” on **Close** located on the **Print Preview** Toolbar

“Click” on **Authorized** to approve the DWR

“Click” on **PE/S Controlling Operation**

“Click” on **Remarks** field

Enter: “Pavement Marking”

“Click” on **PE/S fractional Day Workable**

“Click” on **Remarks** field.

Enter: “8/8”

“Click” on **Save** located on the Toolbar

Charge Tab

“Click” on **Day Charged: Full Day**

“Click” on **Save** located on the Toolbar

“Click” on **Close** located on the Toolbar